



SUMMER of 2006

**STUDENT TEMPORARY
EMPLOYMENT PROGRAM
DIRECTED ENERGY SCHOLARS
PROGRAM**

8 MAY – 30 SEPTEMBER 2006

**The Department of the Air Force,
Civilian Personnel Office, Kirtland
AFB, NM will be accepting resumes for
temporary summer employment from
9 January until 24 February 2006.**

JOB KIT INSTRUCTIONS

UNTIL FURTHER NOTICE, THE 2006 DIRECTED ENERGY SUMMER SCHOLARS PROGRAM WILL BE OPEN TO STUDENTS ONLY

IF YOU ARE A STUDENT SUBMITTING A RESUME FOR TEMPORARY POSITIONS:

- You must be at least a junior in college
- You must currently be enrolled or accepted at an educational institution taking at least a half-time academic, vocational or technical course load, leading to a degree or certificate.
- You must be willing to accept temporary employment.
- **YOU MUST SUBMIT A RESUME FOR EACH POSITION YOU ARE APPLYING FOR.**

Resumes **will not** be accepted **unless** all required documentation is completed as follows. Incomplete packages will be returned!

- Resume format must be completed in accordance with the instructions of the Job Kit provided.
- If you are a college student submitting a resume, copies of your current transcripts are required to determine your qualifications. **Please indicate if you will be graduating at the end of the semester.**

HOW YOU WILL KNOW YOUR RESUME IS ACTIVE: You will be notified in writing within three weeks of receipt of your resume package. You will not be considered for employment unless all information required in this job kit is received and processed. **Resumes that are handwritten will not be processed.**

BASIS FOR RATING: Competitors will be rated on extent and quality of their experience and training, based upon their statements and on any additional information. Credit will be given for unpaid experience or volunteer work such as community, cultural, social service and professional association activities on the same basis as for paid experience. To receive proper credit you must show the actual time as number of hours a week spent in such activities. All experience, related to the occupation you wish to be considered for, must be shown on your resume.

GENERAL INFORMATION AND HELPFUL HINTS: For ideas on where you might obtain resume preparation, or typing services, contact your state employment service, local schools, colleges, universities, public libraries, or look in the telephone book under Data Processing Services, Typing Services, etc. Newspapers often list these services in the classified section. Depending on where you obtain this service, there may or may be a cost. DoD Family Support/Service Centers may provide some of the services to military and DoD civilians who have access to their facilities.

NOTE: All experience is based on a full time work schedule of at least 40 hours per week.

IF YOU ARE SELECTED: Two forms of identification are required as proof of citizenship.

TYPES OF POSITIONS: There are a variety of positions that might be available. They include but are not limited to the following:

These positions are with the Directed Energy Scholars Program at the Air Force Research Laboratory (AFRL). For more information, please see the AFRL web site at: <http://www.de.af.mil/Scholars/>. Please apply to the number and topic you are interested in. Limit 2 topics please.

Engineering Positions

Computer Engineer, GS-0854-05
Computer Engineer, GS-0854-07
Computer Engineer, GS-0854-09

Electronics Engineer, GS-0855-05
Electronics Engineer, GS-0855-07
Electronics Engineer, GS-0855-09

Aerospace Engineer, GS-0861-05
Aerospace Engineer, GS-0861-07
Aerospace Engineer, GS-0861-09

Chemical Engineer, GS-0893-05
Chemical Engineer, GS-0893-07
Chemical Engineer, GS-0893-09

Physicists, GS-1310-05
Physicists, GS-1310-07
Physicists, GS-1310-09

Mechanical Engineer, GS-0830-05
Mechanical Engineer, GS-0830-07
Mechanical Engineer, GS-0830-09

Basic Qualifications and Specialized Experience required for the above positions:

GS-05: Successful completion of a full 4-year course of study (120 credit hours) in the related occupational series in an accredited college or university leading to a bachelor's degree with major study in an appropriate field of engineering, or physics, **or** that includes at least 24 semester hours.

GS-07: Successful completion of 1 full year of graduate-level education in the related occupational series in an accredited college or university **or** superior academic achievement **or** a degree plus 1 year of specialized experience equivalent to at least GS-05.

GS-09: Successful completion of 2 full years of progressively higher level graduate education in the related occupational series in an accredited college or university **or** a master's degree **or** degree plus 1 year of specialized experience equivalent to at least GS-07.

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<p>1. INTRODUCTION</p> <p>The Department of Air Force, Civilian Personnel Flight, Kirtland AFB NM will be accepting resumes for the Directed Energy Scholars Program, temporary summer employment from 9 January 2006 until 24 February 2006. The positions are open to students interested in applying for summer jobs. The jobs will be announced and filled under the student temporary program (STEP).</p> <p>2. GENERAL INFORMATION</p> <p>The Job Kit guides applicants in determining eligibility for employment, as well as assisting in the preparation of a resume, for temporary positions. We accept resumes only.</p> <p>NOTE: <i>The SF-171 and OF 612 are no longer accepted as applications for employment.</i> To avoid possible disqualification, follow the instructions provided in section 4 “How To Apply”. This Job Kit excludes positions filled by the Army and Air Force Exchange Service (AAFES) and Air Force Non-Appropriated Fund (NAF).</p> <p>Selective Service - If you are a male U.S. citizen or a male alien living in the U.S. and were born after December 31, 1959, at least 18 through 25 years of age, civil service employment law (5 U.S.C. 3328) requires that you register with the Selective Service System (SSS) or have a valid exemption to be eligible for Federal employment. You will be required to certify your status at the time of appointment. You may also obtain further information from the SSS Web page at www.sss.gov or call (847) 688-6888.</p>	
<p>PRIVACY ACT INFORMATION</p> <p>The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301,3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing. We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions. We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self- and- family to self- only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non- agency members of an agency's performance or other panel; and agency- appointed representatives of employees concerning information issued to an employee about fitness-for- duty or agency- filed disability retirement procedures. We estimate the public burden for reporting the employment information will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the U. S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415</p>	

<p>SOURCE CODE: STEP – Student Temporary Employment Program</p> <p>Students may obtain employment information from the Civilian Personnel Office Kirtland AFB, NM (505) 846-9644</p>	<p>REQUIRED SUPPORTING DOCUMENTATION - SUBMIT WITH RESUME</p> <p>When you are submitting your resume please provide the following supporting documentation. Do not submit originals.</p>
<p><i>Employment of minors must be in conformance with Federal, State, or local laws governing the employment of minors.</i></p> <p>Open to all US citizens.</p> <p>Applicants must be enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited technical, vocational, 2 or 4 year college or university, graduate or professional school.</p>	<p>- College students need a copy of current transcripts</p> <p>If prior military, submit:</p> <p>- DD-214 (Member-4 Copy) documenting the final separation.</p> <p>- Standard Form 15 (Application for 10-Point Veteran's Preference) (if claiming a compensable disability or other 10 point veterans' preference) and supporting documentation, i.e., VA letter dated within 1 year.</p>

<p style="text-align: center;">JOB KIT</p> <p>4. HOW TO APPLY</p>
<p>a. General: The job application process requires a standard resume format, (see section 5 "Resume Format") limited to five pages. The standard format is required since we use an automated system for applicant referral.</p> <p>PREPARING A RESUME: The sample resume provides the basic format for preparing a resume, however, additional instructions are listed below. <u>(YOU MUST SUBMIT A RESUME FOR EACH POSITION YOU ARE APPLYING FOR.)</u></p> <p>A COMPLETE RESUME PACKAGE MUST CONTAIN your resume, the supplemental data, and all supporting documentation. <u>PLEASE DO NOT SUBMIT ORIGINALS.</u></p> <p>Your resume will not be accepted if it is handwritten or does not include the supplemental data required. You will receive a written notification indicating the receipt of your resume.</p> <p>Complete resumes will not be returned.</p> <p>Incomplete resumes will not be processed and will be returned.</p>

DO

Limit your resume to five pages.

Type with black ink on 8.5" by 11" white bond paper, printed on one side only.

Use standard typefaces such as Helvetica, Futura, Optima, Universe, Times, Palatino, New Century Schoolbook and Courier.

Allow for no less than a ½ inch margin on each side of the resume.

Use a font size of 11 to 14 (12 pitch is preferred.)

Mail Resume to:

CIVILIAN PERSONNEL OFFICE DIRECTED ENERGY SCHOLARS PROGRAM

Kirtland and Maui send to:

**377 MSS/DPCA (Nancy Cardenas)
1451 4th Street S.E.
Kirtland AFB NM 87117-5625**

DO NOT

Fold, bind or punch holes in resume.

Use vertical lines, horizontal lines, slash marks, graphics or boxes.

Use two-column format or resumes that look like newspapers.

Use fonts such as **bold**, *italics*, *script*, underlining, or shadows.

Use acronyms or abbreviations, other than to describe type of systems used.

Submit your resume on colored paper.

Submit supporting documentation or attachments NOT specifically requested.

Expect your resume or any documents submitted to be returned.

Submit a resume as an attachment to email.

Fax a resume. (The OCR reader cannot read faxed resumes.)

Condense spacing between letters.

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5. RESUME FORMAT

SAMPLE RESUME FORMAT - LIMIT TO 5 PAGES

NAME First MI Last (PROVIDE YOUR NAME AND SSAN ON EACH PAGE)

SOCIAL SECURITY NUMBER

MAILING ADDRESS

HOME PHONE

WORK PHONE

E-MAIL ADDRESS (DO NOT UNDERLINE EMAIL ADDRESS)

TOPIC NUMBER

SUMMARY OF SKILLS – List in order of priority, the skills you possess for the types of positions for which you most desire consideration. (E.g., Lifeguard, Budget Officer, Aircraft Engine Mechanic, Aircraft Electrician, etc.) Document the performance of duties in which you used these skills in the Experience and Employment History Section. Enter all the actual skills you possess, (e.g., Windows 95 programming, Budget Preparation, Spreadsheets, Aircraft Engine Assemblies, Electrical Motor Fabrication, etc.)

EXPERIENCE and EMPLOYMENT HISTORY

Enter the following information beginning with your most recent employment:

–Start and End Dates (month and year)

–Hours Per Week

–Position Title

–Pay Plan, Series, Grade (if Federal civilian position)

–Employer’s Name (agency or company) and complete mailing address

–Supervisor’s Name and Phone Number

–Description of Duties and Accomplishments (includes volunteer work)

Include all major tasks including: systems you worked on, software programs you used, regulations, directives and procedures you used, special equipment and tools you used, type of aircraft or other specialized machinery you worked with, any special programs you may have managed, and number of employees supervised.

–All Acquisition Duties (if applicable)

Indicate percentage of time spent on acquisition duties

EXAMPLE:

January 1995 – Present; 40 hours per week; Aircraft Electrician; Joe’s Plane Repair, Inc., 123 Airplane Alley, Airplane Town, TX 78999; Mr. Fred Jones (210) 123-4567. Performed various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, relays, aircraft electrical systems, including instruments. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

EDUCATION:

Enter the highest level completed:

-Name, City and State of School for Highest Level Completed (High School, College, or University)

-Major and Minor Fields of Study. Please include Semester or Quarter Hours in major and minor field of study

-Year Completed

-Type of Degree

-GPA and Total Semester or Quarter Hours Earned

EXAMPLE: Please include graduation date.

Baylor University, Waco, TX, Major: Accounting 24-Semester Hours and Minor: Education 24-Semester Hours, 1996, Bachelor’s Degree, 3.5 GPA, 120 Semester Hours

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5. RESUME FORMAT (Continued)

Provide the following data on a **Separate Continuation Sheet**:

NAME (First) (MI) (Last)

SOCIAL SECURITY NUMBER

Note: Completion of the following education information is optional unless you are documenting courses that may satisfy the minimum education requirements for the types of positions for which you are applying.

EDUCATION: List all courses you completed (including those failed) that are directly related to the types of positions for which you are applying. List graduate and undergraduate courses separately. Provide the following information for each course within the appropriate academic field: (e.g., biology, mechanical engineering, economics, sociology, etc.) Include the descriptive title and course code, completion date, grade, number of semester, quarter or classroom hours (for education completed at business, secretarial, technical school or military schools) and graduate and undergraduate classes.

Note: *This page is not required if you are submitting transcripts: You must provide copies of your official transcripts for education being used to qualify you for that position. All offers are considered tentative and are contingent upon receipt and validation of all supporting documents. Do not submit originals.*

Indicate academic field: Nursing							
Descriptive Title and Course Code	Completion Date	Grade	Credit Hours			Mark an X for	
			Semester	Quarter	Class Room Hours	Graduate	Under-graduate
General Accounting ACCT-411	December 1995	A	3				X
Business Accounting ACCT-410H	December 1995	A	3				X
Emerging Markets 176-01A	January 1996	A	1				X

SPECIALIZED TRAINING: List any training courses you have completed and consider valuable and relevant to your career goals. Include dates and length of training. List Military Specialty Codes, if applicable.

LICENSES/CERTIFICATES: List professional licenses and certificates and date certified. Include the state if applicable.

Some essential certificates to list are:

1. All Acquisition Professional Development Program (APDP) certification levels obtained.
2. Contracting-related certification level required for your current Department of Defense (DOD) position.
3. Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying.

AWARDS: List any honors, awards and special accomplishments achieved, and provide dates.

OTHER INFORMATION: List publications, typing, stenography, or language proficiencies, memberships in professional/honor societies, leadership activities, public speaking, etc.

SUPPLEMENTAL DATA:

- Include the information below on a **Separate Continuation Sheet**
- Resumes cannot be processed without answers to all the following questions
- DO NOT retype questions - Submit numbered answers only
- Include Name (First) (MI) (Last) and Social Security Number at the top of the page

<u>Questions</u>	<u>Answers</u> <u>Sample Resume</u> <u>Format</u>	<u>Validating Documentation</u> <u>SUBMIT WITH RESUME</u>
1. Candidate Source under which you are applying	1. External	<p>Applicants must provide the requested validating documentation. All job offers are contingent upon receipt and validation of the required supporting documents (as applicable):</p> <ul style="list-style-type: none"> • Most current SF-50. • College transcripts for college students.
2. List the basis for your eligibility.	2. STEP	
3. Date of Birth (MM/DD/YYYY)	3.	
4. Are you a citizen of the United States?	4. Yes	
5. Have you ever served active duty in the military other than active duty for training? a. List all dates of active duty service (date entered active duty and date of separation or retirement): (MM/DD/YYYY to MM/DD/YYYY). b. List campaign badges/medals for claiming Veterans' preference: (Reference your DD 214 member 4 copy to obtain this information.) c. List type of discharge. d. Are you retired from active duty military service? If so, please provide rank and date of retirement (MM/DD/YYYY)	5. a. b. c. d.	
6. Do you claim veterans' preference for hiring? If yes, choose appropriate category: 2 = 5 point; 3 = 10 point/disability; 4 = 10 point/compensable; 5 = 10 point/other; 6 = 10 point/30% or more disabled	6.	
7. Were you ever a Federal Civilian Employee? If so, was it a Career, Career-Conditional, Term, Temporary, or Excepted appointment (list all that apply) a. Are you currently a permanent Federal Civilian Employee? If so, which agency? b. Are you currently on leave without pay? If yes, what is your expiration date? c. Please indicate the highest pay plan and grade held on a permanent basis. List to and from dates. d. Have you ever received a Voluntary Separation Incentive? If so, when? (MM DD YYYY) e. Have you completed a supervisory or managerial probationary period?	7. a. b. c. d. e.	
8. May we contact your current supervisor?	8. Yes	
9. How many words per minute can you type?	9. WPM	
10. How many words per minute can you take dictation?	10. WPM	
11. Male or Female?	11.	
12. Race and/or National Origin A-American Indian or Alaskan Native; B-Asian or Pacific Islander; C-Black not of Hispanic origin; D-Hispanic; E-White not of Hispanic origin; F-Asian Indian; G-Chinese; H-Filipino; J-Guamanian; K-Hawaiian; L-Japanese; M-Korean; N-Samoan; P-Vietnamese; Q-All other Asian or Pacific Islanders; Y-Not Hispanic in Puerto Rico	12.	

